



Lac Courte Oreilles Head Start & Early Head Start
8837 N Trepania Road, Hayward, WI 54843
Phone: 715-634-8560
Fax: 715-634-0061

JOB ANNOUNCEMENT

EARLY HEAD START TEACHER

Job Title: Early Head Start Teacher
Reports to: Early Head Start Education Coordinator
Location: Early Head Start
Classification: Full Time
Project: Early Head Start
Salary Range: Negotiable
Opening Date: August 15, 2016
Closing Date: Open until filled

Position Summary: The L.C.O Early Head Start Center Based Teacher will be responsible for implementing, evaluating, planning, organizing, directing and assessing all work related to the development of each individual child. The class setting consists of eight children ages birth to three. The Teacher will collaborate with families, educational services, and the community to achieve the childrens' individual and classroom learning goals. All work is completed in accordance with the Office of Head Start Performance Standards, L.C.O HS/EHS Tribal policies, protocols, and Education/Disability Services Plan.

Qualifications:

- High School Diploma
- Must hold up to date Child Development Associate (CDA) credential, for infant and toddler;
- Associate or Bachelor's degree in Early Childhood education preferred;
- Must pass physical examination, background check and driving record in compliance with State and Federal regulations;
- Able to lift 40 pounds;

- Obtain certification in CPR/First Aid and Shaken Baby Syndrome;
- Obtain clear Tuberculosis and Clear Physical test before hire and every year thereafter.

Responsibilities:

- Must maintain confidentiality of all family information and records;
- Plan and implement age appropriate child development lesson plans that provide a variety of activities designed to enhance infant and toddlers social, emotional, physical, cognitive, and intellectual development;
- Provide for a safe, attractive and stimulating physical environment for infants and toddlers while establishing and maintaining consistency of rules;
- Reinforce positive self-image, pride, and cultural identity with infants and toddlers during all activities;
- Maintain accurate daily records on attendance, daily intake, medical log, infant/toddler eating, sleeping, and toiletry information for the child's file as well as to the parents;
- Mandatory online developmental documentation in Child Plus as well as Teaching Strategies Creative Curriculum;
- Maintain and document all contacts with parents. Develop a professional relationship and seek the parents input for the education of their child as well as for the sharing of information or concerns with parents of enrolled children
- Collaborate with staff, parents, and community resources to incorporate Ojibwe language and culture into daily activities and curriculum
- Attend training and conferences as requested by the supervisor
- Work cooperatively as a team with the Education manager and other educational staff to maximize the use of instructional space and time by planning, coordination and implementation of daily schedules;
- Maintain teacher child ratio;
- Perform other duties as assigned

Application procedure:

Submit application, resume, three personal reference letters, and cover letter to the address below. Resume should be typed and include information on education, experience, professional and/or community involvement and availability.

Lac Courte Oreilles Head Start/Early Head Start

ATTN: Patricia Kakazu, Human Resources
8837N Trepania Road
Hayward, WI 54843

Tribal preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies and Procedures Manual.